Heritage Mentor Job Description

Mentors will be the critical component of the Oregon Heritage MentorCorps, a regional technical assistance effort for heritage organizations and organizations with cultural and archival collections coordinated by Oregon Heritage, part of the Oregon Parks and Recreation Department. After receiving training, a mentor will provide communication to, consultations with, and trainings for libraries, archives, and museums in his or her region.

Mentor Duties:

- Provide orientation, support, and/or training in collections management and care, disaster preparedness planning and implementation, and organizational development (board development, priority setting, planning) to heritage organizations and organizations with collections within the Mentor’s region. Trainings can be done for one or more organizations at the same time. Build regional relationships and initiate networking among heritage organizations including museums, archives, libraries, and emergency responders.
- Provide at least one onsite training a year using curriculum provided by Oregon Heritage or other approved curriculum.
- Work towards assisting at least four organizations onsite or by phone consultations during a year. Communicate regularly with other mentors in his or her region.
- Recruit new mentors in his or her region.
- Register with the www.connectingtocollections.org community to access information and participate in online forums.
- Attend in-person or online at least one workshop or training annually related to collections care, emergency management, or organization development.
- Report quarterly to the MentorCorps coordinator about topics covered and customers served using forms and evaluation materials provided by Oregon Heritage.

Qualifications:

- Willingness to approach training and organizations without judgment and with encouragement.
- Strong communication skills.
- A willingness to learn and help others learn.
- Skill in at least one of the subject matters (collections care, collections management, emergency preparedness and response, or organizational development) required.
- Previous experience in collections care or management preferred. However, mentors will come from a wide variety of experience and training. They will be encouraged to build
their knowledge through other training programs offered by MentorCorps partners and national heritage and emergency response organizations.

- Access to broadband internet for communication and training.
- A valid Oregon driver’s license or the ability to arrange transportation to visit heritage organizations in their region.

Training:
At least one annual mentor training will be given each year

Oregon Heritage will support mentors by the following:

- Coordinate requests from organizations.
- Provide scholarship to the Oregon Heritage Conference and Summit.
- Provide at least one training/gathering of Mentors a year.
- Share information about training opportunities and resources.
- Promote the MentorCorps program.
- Provide reminders for quarterly reports.

Compensation for mentors:

- Mileage payments of 50 cents per mile, up to 200 miles ($100) per quarter.

The application and other information about the Oregon Heritage MentorCorps is available online at [www.oregonheritage.org](http://www.oregonheritage.org) To talk to a someone about the MentorCorps, call project director Katie Henry at 503-986-0671 or email Katie.henry@oregon.gov.